

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Police Lieutenant	<u>Revision Date:</u>	6/08
		<u>EEO Code:</u>	Professional
		<u>Status:</u>	Exempt (Admin)
		<u>Control No:</u>	36402

II. Summary Statement of Overall Purpose/Goal of Position:

Serves at the pleasure of and under the direction of the Police Chief, under general supervision of a Police Division Commander, manages activities at the unit level as well as performing other special assignments as needed by the Chief of Police or designee. Assignments may be rotated based on department needs as determined by the Police Chief.

III. Essential Duties

- Meet with staff and plan unit and divisional activities.
- Involved in hiring, training, motivating, evaluating, disciplining and directing personnel.
- Short range personnel and administrative planning.
- Recommend unit and divisional policies and procedures.
- Solve unit and divisional problems and other internal issues.
- Communicate verbally and in writing to administration, the public, other agencies and employees. Handle sensitive issues with the news media.
- Deal with the community's law enforcement concerns.
- Organize staff and administrative meetings.
- Meet with citizens about their concerns and questions.
- Manage overall field operations including acting as Incident Commander at major incidents.
- Coordinate investigation of police incidents and cases with Detective Sergeants.
- Act as Division Commander during the absence of the Division Commander.
- Provide back-up assistance when needed.

IV. Marginal Duties

- Deal with both internal and external requests for information.
- Make department and public presentations.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires an associate's degree in Criminal Justice, Business Administration, Public Administration, or other related field, or the equivalent of at least 69 credit hours at an accredited college or university. May substitute 12 years of experience as a sworn law enforcement officer with Sandy City Police Department for the educational requirements.

Experience: Requires a minimum of two years as a Sergeant with the Sandy City Police Department.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; professional presentation skills; police terminology and policies; municipal and state laws; City and department policies and procedures; internal and external problem solving techniques.

Responsibility for: Responsible for making decisions that affect the activities of others; scheduling of employee shifts; supervision, and planning of Unit personnel; great responsibility for the care, condition, and use of materials, equipment, money, and tools; planning, organizing, and delegating all Unit assignments and responsibilities; applying the correct principles of community policing and community values.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; frequent contact with people who are hostile and aggressive which requires much listening and problem solving; frequent outside contact with public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Regular use of a city vehicle and telephone; frequent use of copier, computer, and calculator; regular use of a printer and a firearm.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; apply general principles to specific conditions.

VI. Working Conditions:

Great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other problem solving issues that arise daily; constant attendance is required; organize own work, virtual self-supervision. Will require recommending and follow-up of disciplinary action relating to police employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____